

CENTRAL MICHIGAN DISTRICT HEALTH DEPARTMENT

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Central Michigan District Health Department  
*Promoting Healthy Families, Healthy Communities*

Communicable Disease

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Reporting Handbook  
For Schools, Preschools and Childcare Programs

Public Health Nurse: \_\_\_\_\_

Phone: \_\_\_\_\_

**Includes:**

- **Why report illnesses?**
- **How is reporting done?**
- **Who can I call with questions?**

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## **Contacts by County**

	Phone	Fax
Arenac County	989-846-6541 ext. 1128	989-846-0431
Clare County	989-539-6731 ext. 1242	989-539-4449
Gladwin County	989-426-9431 ext. 1321	989-426-6952
Isabella County	989-773-5921 ext. 1434	989-773-4319
Osceola County	231-832-5532 ext. 1242	231-832-1020
Roscommon County	989-366-9166 ext. 1625	989-366-8921

### **What is a Communicable Disease?**

A communicable disease is an infectious disease which is transmissible by direct contact with an infected individual, an individual, an individual's discharges, or by indirect means (such as a mosquito, bird, or animal).

### **Communicable Disease Rules under Act No. 368 of the Public Acts of 1978 Schools and Communicable Disease Reporting**

Physicians, clinical laboratories, primary and secondary schools, childcare centers, and camps are required to report the occurrence, suspected occurrence or unusual increase of any disease, condition or infection as identified in the Michigan Communicable Disease Rules. In addition, all other healthcare providers are required to report to local health authorities. Together, they play a key role in state and local efforts to control communicable diseases.

Daycares, preschools and schools are required to report communicable diseases for a number of reasons. The most common are as follows:

- To identify outbreaks and epidemics
- To enable preventive treatment and/or education to be provided
- To help target prevention programs, identify care needs, and use scarce prevention resources efficiently
- To evaluate the success of long-term control efforts
- To facilitate epidemiological research to discover a preventable cause
- To assist with local, national, and international disease surveillance efforts

**Completing the “Michigan School Building Weekly Report.... (DCH-0453)”**  
**Detailed Instructions**

The electronic reporting forms can be accessed at [http://scripts.cmdhd.org/school\\_reporting](http://scripts.cmdhd.org/school_reporting) or [http://scripts.cmdhd.org/childcare\\_reporting](http://scripts.cmdhd.org/childcare_reporting). Your local public health department communicable disease nurse will provide you with access information.

If you do not have access to the internet and would like to report via paper format, please contact your local public health department communicable disease nurse.

**Section 1. – General Information**

Please complete Section #1 of the DCH-0453 form to report the following:

- Date of the week ending
- School/Preschool name
- District
- Current school enrollment number

**Section 2. – Specific Illnesses**

Please complete Section #2 of the DCH-0453 form to report diseases that have not been previously reported and suspected diseases from prior reports that have recently been confirmed by a physician.

- Enter the complete first and last name of the student.
- Enter a complete address for the student, including zip code.
- Enter a phone number, if available, for the student’s home.
- Enter the age and gender of the student.
- Enter the grade of the student.
- Enter the first date the student was absent. If the student has been absent for an extended period of time, it is not necessary to list this student again, unless another diagnosis is discovered.
- Enter the specific disease diagnosed or suspected.
- Enter who diagnosed the disease (physician, teacher, and/or parent). Often a parent will report a suspected disease without a medical diagnosis.

### Section 3. – Disease and Number of Cases

- For certain illnesses, we only need to know how frequently they are occurring. These students do NOT need to be listed individually in the bottom section.
- In the next section, complete the number of cases your school is reporting of diagnosed or apparent **Influenza** or flu, **Gastrointestinal Illness**, and **Head Lice**. Please use the definitions and symptoms of each as a guide for reporting as noted below:

**Influenza, or flu:** Any child with pneumonia or fever and any of the following symptoms: sore throat, cough, generalized aching in the back or limb muscles.

\*report influenza by total numbers only

\*vomiting and diarrhea alone are not indications of influenza

**Gastrointestinal Illness:** Any child with nausea, vomiting, diarrhea

**Head Lice**

\*physician, school or parent reported

### Section 4. – Reporting “NO” Diseases or “School Closed”

- Please check appropriate box if you have no illnesses to report.
- If your school is closed due to excessive absences, please mark the appropriate box **and inform the health department of the decision to close the school.**
- Submitted By: Please type the name of the person submitting the form.
- Email Address: Please type the email address of the person submitting the form.
- Telephone: Please include the telephone number of the person submitting the form.
- Date: This field is automatically populated.
- **Please submit weekly data every Friday afternoon.**

### **Does ANYONE Really Read These Reports?**

YES!!! Childcare, preschool and school reports are reviewed by Central Michigan District Health Department's Communicable Disease personnel. These reports help us to promptly identify and respond to diseases occurring within the community in order to protect families. Illness data reported by schools is monitored and analyzed by our health department and the Michigan Department of Health and Human Services. Timely reporting is essential.

### **Reportable Diseases**

"Primary schools, secondary schools, child daycares or camps, shall report to the local health department within 24 hours of suspecting any serious communicable diseases, or the unusual occurrence, outbreak, or epidemic among those in attendance of any disease, infection, or condition."

Michigan's Communicable Disease Rules are promulgated under the authority conferred on the Department of Community Health by section 5111 of Act No. 368 of the Public Acts of 1978, as amended, being Section 333.5111 of the Michigan Compiled Laws.

Some examples of the diseases defined in the law which schools should report include:

- Vaccine preventable diseases such as pertussis (whooping cough), measles, mumps, meningitis, chickenpox, tetanus
- Coronaviruses, Novel (SARS, MERS Co-V, SARS Co-V-2)
- Hepatitis
- Food or waterborne illnesses: salmonella, shigella, giardia, campylobacter, E. coli, cryptosporidium
- Encephalitis
- Tuberculosis
- Influenza (weekly counts)
- Gastrointestinal illness (weekly counts)
- Animal bites or bat exposures
- A sudden increase in reports of MRSA
- A sudden increase in absences due to gastrointestinal illnesses
- A sudden increase in absences due to flu.

The [Reportable Diseases in Michigan](#) from the Michigan Department of Health and Human Services has a complete list of reportable conditions.

Thank you for your participation in this important program. You are a vital link in gathering information regarding the health of our children and our families. Your efforts will assist public health authorities in monitoring disease rates within our communities.

In the event that school illnesses rise rapidly, and school closure is considered, please feel free to contact your local health department. There is no state law mandating closure of school because of illness. The decision is typically left to the school; however, the health department is available for consultation. Once absenteeism reaches 25 to 30 percent, education is likely hindered because so many students must make up schoolwork. Once the decision is made to close the school or childcare center, please notify your local health department branch office.

Please remember to fax or email your report every Friday afternoon, EVEN IF you DO NOT have diseases or illnesses to report. This will allow us to report to the Michigan Department of Health and Human Services in a timely manner.

The Central Michigan District Health Department remains committed to protecting the health and well-being of your students and staff. Please feel free to contact our staff for communicable disease information and guidance.

Thank you,

*Central Michigan District Health Department Communicable Disease Program Staff*